



Amendments Jurisdiction-Specific Requirements



IOWA MASTER LOAN COMPANY REGISTRATION

Instructions

1. The following amendment require instructions or items sent outside the NMLS:
2. Amendment fees are: Change of Address - \$25 branch certificate
 Change of Name - \$25 per license
 Change of Ownership – \$100 invoiced through NMLS
 Addition of New Control Person MU2 Individual FBI Criminal Background Check authorization: \$36.26 per individual. See [below](#) for more information.

(Check all of the above that apply)

3. Submit an amendment for Branch (MU3) Form if applicable
4. All fees are collected through the NMLS and ARE NOT REFUNDABLE.
5. Any Change of Address, Change of Name, or change in Control Person or Manager (Control person) must also be reported on the applicable Form MU1 and Form MU2.
6. Jurisdiction-specific requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service/Overnight Delivery

*Iowa Division of Banking
200 East Grand Avenue
Suite 300
Des Moines, IA 50309-1827*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

| FILED IN NMLS | ATTACHED | NOT APPLICABLE | ITEM |
|--------------------------|--------------------------|--------------------------|--|
| N/A | <input type="checkbox"/> | <input type="checkbox"/> | SURETY BOND RIDER. (For a change of address of the branch license or change of name only) – Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable. |
| N/A | <input type="checkbox"/> | <input type="checkbox"/> | ORIGINAL LICENSE. (For a change of address of the branch license or change of name only) – Return the original license certificate issued by the Iowa Division of Banking. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION. (For all amendments) -</p> <ol style="list-style-type: none"> 1. If a corporation, provide a Certificate of Good Standing dated not more than sixty (60) days from the filing of this application issued by the Iowa Secretary of State. 2. If a limited liability company, provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than sixty (60) days from the filing of this application issued by the Iowa Secretary of State. 3. If a limited partnership, provide a Certificate of Good Standing for the Limited Partnership from the Iowa Secretary of State. 4. If a general partnership, provide a Certificate of Good Standing for the General Partnership from the City or Town in which the partnership is registered. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | CHANGE IN OWNERSHIP LEGAL DOCUMENTS – Provide certified copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | FORM MU2 FOR ANY CHANGE IN CONTROL PERSON OR MANAGER. A change in any Control person or a change in any person designated as a manager of a licensed office must be reported as an Amendment on the Form MU1 filing with a new Form MU2 submitted through the NMLS. |
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager. |

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|--------------------------|-----|--------------------------|--|
| <input type="checkbox"/> | N/A | <input type="checkbox"/> | <p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), all individuals reported in the <i>Direct Owners/Executive Officers</i> section and all individuals marked as control reported in the <i>Indirect Owners</i> section are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Criminal Background Check section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to 'Use Existing Prints' to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p> |
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WHO TO CONTACT – Contact the Iowa Division of Banking Finance Bureau Licensing staff by phone at 515-281-4014 or send your questions via e-mail to fblicensing@idob.state.ia.us for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.